- 1. How to Request Access to Additional Sites
 - a. Navigate to the CERIS system at <u>https://ceris.deq.nd.gov/ext/ncore/external/home</u>.
 - b. After logging in, the Welcome page displays a section titled "Getting Started". Within this section, there is "Add a Site to your account".

Dakota Be Legendary."	CERIS-ND	Combined Environmental Regulatory Information System - North Dakota	Home	About	Contact	Sign Out	No	rth Dakota Depar	ment of	Enviro	nmental Quality
									s,	•	Patrick Schuett
Welcome		Your account is not approved for certifying/submitting CROMERR-compliant Certain tops: of forms and reports, particularly those administered under the fede	ubmissions	am, require t	hat the user tha	t must be	×				
Home		approved by the department before these forms and reports can be submitted. Visit your profile to complete the certification process.									
Notifications											
Start a New Form		Getting Started									
Submissions											
		CERIS-ND is a one-stop portal for submitting regulatory, environmental applica- required or supporting documentation to the North Dakota Department of En	itions and regi vironmental C	istrations, ii Quality (DEC	ncluding perm 2).	its, and many	kinds of				
		If you received a letter with a verification code	the site projec	rt or facility	Vol represen						
			ne site, projec	at or recincy	you represen	ka					
		Add a Site to your account									
		In order to get started, you'll need to link your account to a regulated business yet in the CERIS-ND system.	entity (a site,	, project or	facility), or c	eate one if it'	s not				
		Add a Site									

c. The "Add a Site" page will come up with the question of "What best describes the site, project or facility.....Click on **It has been registered with CERIS-ND**

Welcome >	Add a Sit				
What best describes the s	What best describes the site, project or facility you need to work with?				
It has been registered with CI If your site is or has been registered/perm documents) to CERIS-ND, select this opt	ERIS-ND iitted at any time , or has ever been required to submit reports (i.e. compliance ion.				
It has never been registered a If your site has never been registered, pe please choose this option. After complet your account.	vith CERIS-ND mitted or submitted reports (i.e. compliance documents) to CERIS-ND in the past, ng an application or service request, a new site record will be registered and linked to				
Not sure? If you are trying to register a site locate sites can be found at that address, you'	d at a particular address, try using the <u>map/search tools</u> to find any potential matches. If no II need to <u>add it as a new site.</u>				

d. The "Connect an Existing Site" page will come up. Click Search for a Site (by location)

	Welcome > Add a site >	Connect an Existing Site
\langle	Find your site on an online map If you're looking to connect a site/facility with a specific address, you can use of Search for a Site (by location)	our online map to find it and request access.
	If you received a letter with a verification code Enter in the code you received to have your user account associated with the site Enter Verification Code	e, project or facility you represent.
	Request access offline If there is someone (a site administrator, for example) who has CERIS-ND access Invite User feature to grant your account (schup3626@gmail.com) access to th If that's not an option, please Contact Us and we can get your account set up.	; to the entity in question, you can ask them to use the re profile.

- e. Search for your site using the available search options. When the selected site is located either in the search result list or displayed on a map, select the site by clicking on the search result item or the pin icon displayed on the map. The Site Profile panel is displayed.
- f. Click the Claim this Site button on the Site Profile panel. The user is prompted to enter a name, email address, and phone number. Enter this information and click the Submit button.



Bismarck City Of 601 London Ave Bismarck ND 58502 SHOW MORE INFORMATION	×
Mandan Bismarck Bismarck E ^{stor} Bismarck E st	
Claim Site	
NAME	
Testing	×
C PHONE	
7013285210	×
7015205210	
- EMAIL	_
testing@gmail.com	×
REQUEST REASON Test/Instructions Development	
Account Role	
Viewer	^
SUBMIT	
V I'm not a robot	A

g. The claim request is now submitted and will be reviewed by either an existing, active site administrator (member of the regulated community that is previously affiliated with the site) or by an authorized agency representative. Click **DONE**.



h. Once the request has been approved, you will receive a notification email. Click on the invitation link to complete the process.

UAT NDDEQ - CERIS-ND Facility Invitation						
CERIS ND No Reply <noreply@nd.gov></noreply@nd.gov>	Leply (\rightarrow Reply All $ ightarrow$ Forward 👘 \cdots					
	Fri 3/14/2025 4:30 PM					
() Follow up. Start by Friday, March 14, 2025. Due by Friday, March 14, 2025.						
You have been invited by Schuett, Patrick J. (<u>pschuett@nd.gov</u>) to be associated to the facility 'Bismarck City Of' with a role of 'Viewer' in CERIS-ND.						
Click the link below or copy and paste the link into your web browser to accept the invitation:						
interstreens datactering were neorestated and the neorestated and	https://cens-dat.deq.nd.gov/ext/ncore/acceptinvite:token=91029A0602D30DA665C2027C24D6DF161					
This is an automated notification. Please do not reply to this email. Refer all questions or concerns to the facility's compliance or permit manager or email <u>CERIS-ND@nd.gov</u> .						
Dakota Curding						
4201 Normandy Street - Bismarck, ND 58503-1324 P: 701-328-5150 - F: 701-328-5200 - E: deq@nd.gov						